

CASH RECEIPTS VIA CREDIT CARDS

Agencies must close out bank card batches daily. Batches for the current fiscal year must be closed out on September 27, 2001, before 2 a.m. The close out may be done at the normal agency cut off time on September 26, but no later than 2 a.m. September 27, 2001, in order for the funds to be available on September 28, 2001. Secretary of State Discover Card batches must be closed out on September 25, 2001. This may be done at the normal time of 5 p.m., and must be done before 10 p.m. for funds to be available on September 28, 2001.